

PARKS TECHNICIAN 2

POSITION SUMMARY: This position is responsible for supporting City programs and functions by performing maintenance work within the area of community services. Perform a variety of skilled and technical work related to construction and small engine repair, irrigation and plumbing, electrical, and horticulture in relation to City parks, recreation facilities, recreation areas, and grounds. A journeyman license is not required for this position. Operate and maintain various types of equipment, tools, and vehicles. This position may supervise and be required to lead, train, or mentor employees. May guide and monitor contractors. Advice and leadership are available from supervisor or designee for complex issues or those requiring authorization.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of community services and direct supervision of the parks foreman or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Perform skilled and technical operation and maintenance duties to City parks, recreational facilities, grounds, equipment, and recreation and special event programs; this includes irrigation, mowing, trimming, planting, fertilizing, weed control, fencing, landscaping, painting, cleaning, servicing, roofing, electrical, plumbing, heating, carpentry.
2. Provide customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
3. Provide education and enforce park, recreation, and facility rules and regulations.
4. Perform specialized, skilled work in the areas such as, construction and small engine repair, irrigation and plumbing, and horticulture.
5. Perform snow removal, salting, and other winter maintenance using specialized winter maintenance equipment. Implement efficient routes and methods to improve performance and reduce costs.
6. Fabricate, install, remove, and maintain signage.
7. Deliver, assemble, and maintain the portable stage.
8. Operate and maintain various types of equipment including trucks, trailers, tractors, aerial lifts, bucket trucks, back hoes, loaders, mowers, snow blowers, power sprayer, stump machines, chippers, compressors, power tools, and other types of equipment.
9. Install and maintain playground equipment, athletic fields, sliding hills, and other recreation facilities and equipment.
10. Maintain inventory; order and purchase supplies and equipment according to established procedures and within budgetary guidelines as assigned.

11. Prepare information for records and reports including FEMA damage assessment sheets, accident and incident reports, logs, documentation of activities, and supply inventory as necessary using hard copy and computerized systems. Use GPS and GIS systems, computers, and associated databases and maintenance software to research, complete, and document various tasks.
12. Prepare written estimates for projects that include amount and kind of materials, projected cost, and completion time.
13. Assist with a variety of projects, public relation activities, and special department or City events.
14. Maintain a clean, safe, and professional work environment.
15. Perform janitorial and custodial maintenance of recreational facilities, grounds, and buildings, including restrooms and trash bins.
16. Perform equipment and appliance maintenance work including cleaning, lubricating, servicing and identifying and repairing and replacing defective parts.
17. Train, mentor, and lead seasonal employees by directing daily tasks, providing feedback, and advising supervisor of work performance. May lead and direct employees. May guide and monitor contractors.
18. Perform heavy manual labor.
19. Perform related work as required; may include assisting employees in a higher classification in more complex assignments.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school diploma and five years progressively responsible work experience in grounds and facilities maintenance.
- B. Possess and maintain CDL-A, aerial lift, Powered Industrial Truck (hi-lo), and Lockout/Tagout.
- C. Possess and maintain Certified Playground Safety Inspection (CPSI) certifications, residential contractor license, and other licenses and certifications as required.
- D. Possess a valid Michigan motor vehicle operator's permit.
- E. Demonstrate proficiency in all aspects of the essential job functions of the maintenance technician 1 position.
- F. Knowledge of current construction and maintenance techniques. Demonstrate ability to read and interpret plan specifications, blueprints, and contracts.
- G. Demonstrate knowledge of park rules and regulations. Knowledge of laws, ordinances, and codes related to building construction, public facility use, and other applicable regulations.

- H. Able to identify and detect public safety hazards in facilities and natural environments. Able to exercise judgment to secure areas and remediate concerns in immediate or acceptable manner.
- I. Proven ability to operate and maintain vehicles, equipment, and tools.
- J. Able to work as a team and with minimal supervision. Able to make decisions according to appropriate rules, regulations, departmental policies, and procedures. Possess self-supervising attributes and a positive, congenial attitude.
- K. Able to establish effective working relationships and use tact, good judgment, and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.
- L. Able to communicate effectively and prepare detailed and accurate work orders and other reports. Able to effectively present ideas orally and in writing for varied audiences.
- M. Able to follow established procedures and carry out instructions with minimal supervision. Able to diagnose, assess, and troubleshoot problems and take appropriate corrective action.
- N. Proven ability to work effectively within deadlines, under stress, and with changing work priorities.
- O. Able to work various shifts and respond to call outs to provide proper coverage for all activities and events.
- P. Demonstrate skill in the use of computers and software programs including Microsoft Office, MainTrac, RecTrac, DSX security system, automatic HVAC controls, timers, and other specialized equipment. Able to learn new technology and software as required.
- Q. Able to train and mentor seasonal staff and full-time staff of lower classification.
- R. Able to work effectively within deadlines, under stress, and changing work priorities.
- S. Able to learn and understand appropriate personal protective equipment and basic safety protocols. This may include chemical safety, traffic safety, basic electrical safety, and department specific safety procedures.
- T. Stay informed of new developments, current issues, and strategies through continued education and professional growth. Attend training and conferences and participate in other opportunities to stay current in the field.

If assigned to construction and small engine repair:

- Two years welding, two years electrical maintenance, five years small engine repair, five years construction, and two years equipment operator experience.
- Obtain and maintain Certified Playground Safety Inspection certification (CPSI) within six months of hire.
- Proficiency in construction and small engine repair.

If assigned to irrigation and plumbing:

- Five years plumbing and five years irrigation experience.
- Five years general construction and two years equipment operator experience.
- Proficiency in maintaining existing irrigation and plumbing systems.
- Knowledge of irrigation systems and their electronic activating devices.

If assigned to horticulture:

- Five years turf, plant and tree identification, care, and maintenance experience.
- Two years equipment operator experience.
- Two years fertilization, chemical application, disease identification, and weed control experience.
- Proficiency in horticulture including knowledge of plant and insect disease control and eradication practices and procedures.
- Possess Michigan Department of Agriculture and Rural Development Certified Pesticide Applicator license, which includes successful completion of Core, 3A, and 6 categories in the certification process and any other license or certification required of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee regularly works in the field and a maintenance facility and occasionally in a business office setting. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements of the position. The employee may be exposed to uncontrollable environments, graphic scenes, and bio-hazardous or hazardous materials.

The employee frequently works near mechanical equipment and in excavations, confined spaces, and roadways. Work may involve working at various heights. The employee may enter residential, commercial, or industrial properties.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform manual labor for extended periods of time and under adverse climatic conditions. The employee is required to drive in inclement weather.

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